

Topsfield Cable Television Advisory Committee

July 14, 2010

Approved 8/4

Executive Summary

Town Hall is moving to FIOS for Internet access. A dedicated IP address will be available to the Cable Office. If used, an upgrade of the hub to a “switcher” is required and a separate firewall will be required (under \$1,000). This option would provide remote access to many of the cable administrative functions. We would need to schedule any significant video transmission to times the Town Hall Internet use is low. Negotiations with Comcast continue. Background data is being collected and a “Needs Assessment Document” is under development. An analysis of the results of the Cable/Web Survey will be included. The Tri-Town School Union plans to meet in Middleton this year. Plans for video taping Topsfield Elementary School Committee meetings are being made to address the option of each town holding simultaneous meetings in Middleton. A resident has requested to review a number of Selectmen meeting DVDs. A per hour price was established at the level of the Cable/Web Coordinator’s hourly rate. A meeting was held with the Verizon Regional Director of External Affairs. Items discussed included: broadcast quality, consumer complaints, a review of the Cable Survey and full FIOS availability. A follow up meeting will be scheduled.

Meeting opened at 7:35 PM in Town Hall.

Members present: Bill Whiting, Bill Wood, Dana Branson and Kathy Curran

Members absent: Jay MacDougall

Guest: Bob Sunberg

Former Business:

The Minutes of 6/2 were approved as written

New Business:

See Executive Summary

The meeting was adjourned at 9:10 PM

The next scheduled meeting is August 4 at 7:30 PM in the Town Hall.

Respectfully submitted, Bill Whiting.